

ESE Young Endocrinologists and Scientists (EYES) Committee

Committee Composition

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| Co-Chairs: | Two members of the European Society of Endocrinology (ESE), designated by EYES and ratified by the Executive Committee. |
| Full members: | <p>Up to 7 members.</p> <p>An open call for available Committee positions will be advertised. ESE members can apply themselves or nominate someone else. Current Committee members can also make nominations. This Committee will review and vote on the applications/nominations received. The Committee Chair will then propose the new member(s) to the Executive Committee, who will ratify the new member(s).</p> <p>Committee membership is open to those who do not hold an Associate Professor/tenured or higher position, and must be in one of the categories below:</p> <ol style="list-style-type: none">1. currently in-training (for clinicians) or a Masters/PhD student,2. current researcher <10 years post-PhD/MD3. <5 years since the completion of residency (for clinicians) |
| Ex-officio members: | A member of the Executive Committee, designated by the Executive Committee. |
| Co-opted members: | The designated EYES representative from the various ESE Committees, for reporting and feedback purposes (if not already a committee member). |

Quorum

Four (4) full members including the Chair.

Duration of Service

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| Co-Chairs: | Two years. |
| Full members: | Four years. |
| Ex-officio members: | Co-terminous with office. |
| Co-opted members: | Co-terminous with office. |

Reporting

The Committee reports to the ESE Executive Committee through the EYES Committee Co-Chair.

Meetings

1-2 face-to-face meetings per year. In addition, video call meetings will be scheduled every two months. Minutes are taken at every meeting and stored on the EYES Google drive.

Remit

1. To act in collaboration with the ESE Executive Committee and foster active engagement of early career investigators (ECIs) within the ESE.
2. To promote activities that engage ECIs and senior members in open dialogue and collaborative initiatives
3. To increase ECI awareness of research trends and application of new technologies within the field of endocrinology.
4. To increase engagement of clinical trainees and improve training in endocrinology across Europe.
5. Active involvement of EYES community in scientific and social programs at the European Congress of Endocrinology (ECE), including organising the EYES symposia session at ECE.
6. To increase engagement with all ECIs within endocrinology across Europe.
7. To facilitate translation of scientific findings to government.
8. To raise the profiles of EYES ECIs.

Additional notes

- All Committee members need to be paid up members of the European Society of Endocrinology.
- Committee members should make every effort to attend all meetings. Any Committee member who does not attend a meeting for a year will be asked to step down, other than in exceptional circumstances.
- The Committee will liaise with other ESE Committees as appropriate.
- All papers and minutes must be treated in strictest confidence.
- All Committee members must act in the best interest of the Society.
- Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee.
- The Society is committed to equal opportunities and the promotion of equality, diversity and inclusion and where possible this committee should follow the principles of [ESE's Equality, Diversity and Inclusion Policy](#).
- Committee membership should represent the key areas of interest; geographical spread; and gender considerations.

Current membership

Co-chairs

Walter Vena, Italy (2021-2025) and Antoan Stefan Sojat, Serbia (2022-2024).

Full members

Juan Manuel Jiménez-Vacas, UK (2021-2025).

Barbara Altieri, Germany (2022-2026).

Jonathan Mertens, Belgium, EYES Secretary (2022-2026).

Kristina Saravinovska, Serbia (2023-2027).

Karin Zibar Romsic, Croatia (2023-2027).

Julia Beck, Switzerland (2023-2027).

NB. EYES Committee representatives in ESE Committees are:

Barbara Altieri, Germany, Membership Committee and Rare Disease Committee.

Juan Manuel Jiménez-Vacas, UK, Science Committee.

Antoan Stefan Sojat, Serbia, Clinical Committee.

Walter Vena, Italy, Education Committee and EYES News Editor.

ESE Young Endocrinologists and Scientists Committee Terms of Reference (TOR)

1. Mission

The European Young Endocrine Scientists (EYES), formed in 2013 to promote research excellence, active engagement and development of early career investigators (ECIs), within Europe across all disciplines of endocrinology.

In 2019, EYES became the official ECI branch of the ESE and was renamed ESE Young Endocrinologists and Scientists (EYES).

2. Objectives

- 2.1.1 To act in collaboration with the ESE Executive Committee and foster active engagement of ECIs within the ESE
- 2.1.2 To promote activities that engage ECIs and senior members in open dialogue and collaborative initiatives
- 2.1.3 To increase ECI awareness of research trends and application of new technologies within the field of endocrinology
- 2.1.4 To increase engagement of clinical trainees and improve training in endocrinology across Europe
- 2.1.5 Active involvement of EYES community in scientific and social programs at the European Congress of Endocrinology (ECE) and in educational programmes directly designed for young endocrinologists (such as postgraduate courses)
- 2.1.6 To increase engagement with all ECIs within endocrinology across Europe
- 2.1.7 To facilitate translation of scientific findings to government
- 2.1.8 To raise the profiles of EYES ECIs

3. Definition of an Early Career Investigator (ECI)

All individuals within the EYES community must not hold an Associate Professor (i.e. one step before full Professorship) or higher position, and must be in one of the categories below:

- currently in-training (for clinicians) or a Masters/PhD student,
- current researcher <ten years post-PhD/MD
- <five years since the completion of residency (for clinicians)

4. Committee Structure

The EYES Committee will consist of two Co-Chairs and at least five members, with a balance of clinicians and researchers, and men and women.

4.1 Duration of Term

Each Committee member must complete a term of four years, with no option of re-election. The term of co-chair is two years, irrespective of how many years have already been completed on the EYES Committee.

4.1.1 Special Considerations

In the event that an EYES Committee member is unable to complete their four-year term, the EYES Committee will elect a new Committee member from the applicants who applied for the current term but were not elected in the previous elections of Committee members. If a Committee member requires time off due to pregnancy/birth of a child, they will need to inform the Co- chairs in writing (one month in advance) and will be given one year leave from official Committee duties, and will be expected to return at the end of the one year. During this time, a new Committee member or Co-Chair will not be elected to replace them, and the duties will be equally split with the remaining Committee. However, if the Committee member decides to continue and be active, then they will be most welcome. Under no circumstances will there be an extension of the term irrespective of taking a leave of absence of continue.

4.2 Application to become an EYES Committee Member

- Meet the definition of an ECI
- Current member of the ESE for at least 12 months
- Submission of a complete application form

All EYES Committee members will be elected by the existing EYES Committee through an anonymous online ballot system (Google Forms).

Once appointed, Committee members will be able to nominate themselves to a role within the Committee (e.g. Secretary, Treasurer etc) and become a representative on the various ESE committees. Where there are more nominees than available positions for a particular representation, EYES co-chairs will decide.

4.3 Co-Chair

There are two Co-Chairs in EYES. Co-Chairs will be elected by the existing EYES Committee through an anonymous online ballot system. Prior to the annual Committee meeting (held in March/April every year), Committee members who would like to nominate themselves for the Co-Chair position will do so two weeks prior, by notifying the existing Co-Chairs. An anonymous vote will be held online to elect the next co-chair. EYES Co-Chairs may only serve one two-year term.

To ensure a smooth transition, only one Co-Chair will be elected per term. As such there will be one Co-Chair who is experienced in this role who can share their knowledge with the newly elected co-chair. Therefore, there will never be two new Co-Chairs elected at the same time.

5. Roles and Responsibilities of Committee Members

All Committee members should be actively involved in brainstorming new ideas, corresponding via email in a timely manner (within one week), developing future programs, providing regular feedback and updates on responsibilities, and evaluating past programs of EYES.

5.1 Career Development

- Plan and head EYES initiatives aimed at career development of ECIs
- Facilitate the EYES Mentoring Programme

5.2 Clinical Training

- Liaise with the ESE regarding the European wide Endocrinology Exam.
- Facilitate a working group for the development of the Question of The Week (QOTW) initiative.
- Plan and head EYES initiatives aimed at increasing engagement of clinical trainees and improving training in endocrinology.
- Plan and organise events focussed on clinical training at the annual EYES meeting and/or ECE.
- Plan and develop the Clinical Observership Program (C.O.P)

5.3 Secretary

- Responsible for drafting minutes of meetings and any communications of the EYES Committee.
- Drafting of the Minutes from the Annual General Meeting (AGM) held at the annual EYES Meeting.
- The Co-Chairs will be responsible for drafting the Annual EYES Report to be sent to ESE and for circulation and discussion at the ESE Executive Committee Meeting.
- Prepare a final year report two weeks prior to the Annual EYES Committee Meeting (held in March).

5.4 Treasurer

- Responsible for collecting and itemising all expenses in an excel sheet on the EYES Google Drive.
- Ensure that record-keeping and accounts are in accordance with ESE rules.
- Be in regular contact with ESE (Andrea Davis) with regards to the EYES budget.
- Prepare a final year report on expenditure and any income, two weeks prior to the Annual EYES Committee Meeting (held in March).

5.5 EYES Newsletter Editorial Board

- The Editorial Board consists of an Editor, Sub-Editor (using LucidPress) and Editorial Board.
- Majority of the Editorial Board will be also EYES Committee members who lead the Editorial Board. two-three members of the Editorial Board can be EYES community members that will form the journalist category and seek out interviews and articles. These individuals will be recruited from a call out to the community and will serve on the Editorial Board for two years. If there are several applicants, an online anonymous voting system will be held by all EYES Committee members.

5.6 ESE Committee Representatives

- There will be a Executive member, representing EYES on the following ESE committees, and will serve a two year term:
Education, Post Graduate (PG) Course, ECE Program Organising Committee (POC), Science, ESE Newsletter and ECAS.
- Only current Executive members will be representatives on these committees.

6. Governance and Procedures

6.1 Meetings

Meetings are held every two months via an online video call (using Zoom or Skype). There will be two Committee meeting held per year – one in March/April and the second will be one day before the annual EYES meeting (usually September).

6.2 Minutes

Minutes of each meeting will be kept by the Secretary, signed off by the Co-Chairs and uploaded onto the EYES Google Drive folder within one week from the date of the meeting.

6.3 Committee actions required between meetings

Committee actions required between meetings may be undertaken without a meeting, using the email provisions for a full meeting and ratified at the next EYES meeting to be filed with the minutes of the proceedings of that meeting.

6.4 Attendance in addition to Committee members of EYES, advisers and other parties external to EYES may be invited by the Co-Chair/s as a special guest attending in a non-voting capacity.

6.5 Voting

As far as possible, decisions or recommendations of EYES will be made by consensus. Where consensus cannot be reached, the majority of votes of the Committee members of EYES will be used to decide or recommend. In the event of an equality of votes, the Co-Chairs shall have a second or casting vote. Typically, such voting will be via written ballot or email communication. Some decisions will be referred to the ESE Committee.

Members are expected to respond to all communications in a timely Manner where a decision is required.

6.6 Quorum

Five voting members.

6.7 Adherence to standards

6.7.1 All matters relating to EYES are confidential. Where confidentiality is breached by a Committee member, their role on the Committee may be discontinued.

- 6.7.2 Where a member is operating outside the scope of these Terms Of Reference, their role within the EYES Committee may be discontinued.
- 6.7.3 Conflict of interest. Members with potential conflicts of interest relating to particular topics must disclose these to EYES in a timely manner. Depending on the nature and level of conflict of interest, the member/s may be asked to recuse themselves from discussion and advice.

6.8 Reporting

The EYES Committee reports to the ESE via the Co-Chairs, in writing. Minutes of the meetings are recorded and kept on the EYES Google Drive.

6.9 Review of Terms of Reference

The TOR will be reviewed by all current EYES Committee members per year, relevant adjustments will be made, and discussed at the March/April Committee meeting.